



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
2480 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5800

REPLY
ATTENTION OF

3 September 2002

POLICY STATEMENT NO. 12

VIOLENCE IN THE WORKPLACE

1. Workplace violence is defined as any act of physical aggression by an individual that occurs at the work site. Its intended target may be another individual or object. Also to be considered as acts of violence are verbal threats of violence, wherein the aggressor has the ability to carry out the threat. If violent behavior is exhibited, the staff will respond immediately to investigate and act on the unacceptable behavior.
2. Immediate supervisors will ensure that the responsible person exhibiting violence is removed from the location of the alleged act. If deemed necessary, the supervisor will consider placing the employee on administrative leave or detailing to another location. Employees will be notified that their alleged violent behavior will be investigated.
3. Any employee who feels that he or she is a victim of workplace violence should report the act immediately to his or her supervisor, or to the Installation Incident Management Team at 74231 or 78545. This team is available to counsel both the potential victim and the potentially violent person. If the situation is deemed an emergency, the employee should call the Military Police at 76622, or dial 911.
4. Preventing violence in the workplace is vital for everyone's safety and to the readiness of the workforce. I am committed to providing a safe and healthful environment for the staff and the patients we serve. Thank you for your continued support.

//Original Signed By//
JOAN P. EITZEN
COL, AN
Commanding

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